

General Instructions

Note: All classes reported on this document must also be reported on the regular J-7 form, in accordance with all regulations governing the reporting requirements for the regular J-7 process.

1. **Who Should File.** Each school district or charter school that is participating in the Class Size Reduction program must file this report.
2. **Time of Filing.** This report is to be filed for the second attendance period only (July 1 through the last full school month ending on or before April 15.)

NOTE: See "Special Instructions" for detailed information on the reporting period to be used for the 1996-97 fiscal year only.

3. **Number and Disposition of Copies.** Please prepare an original and two copies of each page, including this one. Retain one copy of the package in the district files. Transmit the original package and one copy to the county superintendent of schools. (Please allow sufficient time for the County Superintendent to examine and approve the package, and to transmit to the California Department of Education prior to the deadline below.) After examination and approval, the county superintendent should forward the **original** package to:

California Department of Education
Education Finance Division
Attn: Lynn Piccoli
P.O. Box 944272
Sacramento, CA 94244-2720

County Offices: Please submit to the Department of Education not later than May 2, 1997.

4. **Combination Classes.** Report combination classes in Section E (Option One) or Section J (Option Two), regardless of the grade levels.
5. **Duplicate entries.** Please do not report a class on more than one line.
6. **Rounding and decimals.** Please report whole numbers only -- no decimals or fractions or "hash" marks. Use traditional rounding methods in determining the size of a class to be reported on this form (for example: 20.4 rounds down to 20 and 20.5 rounds up to 21).

To further assist you in preparing this report, please see the "Special Instructions" (enclosed) for more detailed information. If you have any questions, please contact Lynn Piccoli in the Education Finance Division at (916) 324-4532.

Certification I hereby certify that, to the best of my knowledge and belief, this report is true and correct and is in compliance with state law and administrative provisions of the California Department of Education and the State Board of Education. I also certify that approval was obtained from the district's governing board for any grade levels or classes implemented (and reported here) subsequent to the submission of the original application, but prior to the February 16, 1997 implementation deadline, that were not included in the original application.

